Exceptions Widget - Manager

eSTART
State of Alabama

Summary View
Displays a list of your employees for the time period and HyperFind selected at the top of the widget

Exceptions

Name	Missed Punch	Punch Exceptions	Lunch Exceptions	Unexcused / Uns...	Holiday Skipped	Total
Stamp1, SandyA				10		10
Manager1, JuniorA	1	2		1		4
Punch1, PennyA	1	2	1			4
Exempt1, E...						
Newby1, N...						

Previous Pay Period | AL-All Home and T

View Detai...

Time Period 12/16/2013 - 12/31/2013,...
Show AL-All Home and Transf...

Save | Cancel

Summary

▼ Manager1, JuniorA   View Timecard | Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Wed 12/18			7:00am	11:00am			
			12:00pm	4:00pm		8:00	16:00
Thu 12/19			8:00am	12:00pm			
			1:00pm			4:00	20:00

Return to the Summary View
Click the **Summary** arrow to return to the Summary View of the Exceptions widget

View Timecard
Click **View Timecard** to access the employee's timecard associated with the selected exception

To access the Details View by employee, select the employee names you wish to review and click the **View Details** button.

Tip: Hold down the CTRL key to select multiple employee names.

Name	M
Stamp1, SandyA	
Manager1, JuniorA	
Punch1, PennyA	
Exempt1, EdwardA	
Newby1, NeilA	

View Details (2) | Total:

To access the Details View by exception type, hover your cursor over the exception type column heading and then click the **Details** button.

Details ▸

Missed Punch	Punch Exceptions	Lunch Exceptions
2	2	
2	2	1

Timecard/Exception Detail	Exceptions
Purple text	Information generated from the system.
Solid red box	Indicates a missed In or Out punch.
Green border around a cell/green text	Indicates missing time that a manager has justified and marked as reviewed.
Green border around a date/green text	Indicates an absence that a manager has justified and marked as reviewed.
Red border around a cell/red text	Indicates an exception, such as a late punch. Move the mouse over the cell for more information.
Blue border around a date/blue text	Indicates an excused absence such as a holiday.
▣ or ⬤	Indicates a comment was added. Move the mouse over the cell for more information or click the cell, then the Comments tab/button to view the comment.

Adding Missed Punches

1 In the Details View, click the cell containing the exception and click **Add Punch**.

2 In the **Add Punch** dialog box, confirm the date. From the **Insert** drop-down list, select the applicable punch option.

3 Enter the appropriate punch (In, Out, In/Out) and click **Add**.

4 Click **Save**. Confirm that the exception no longer appears in the time detail view.

> **Note:** You can also double-click in a punch cell and enter a punch.

Marking Exceptions as Reviewed

1 In the Details View, select the cell containing the exception.

2 Click **Mark as Reviewed**.

3 Click **Save**.

Adding Comments

1 In the Details View, select a punch.

2 Click **Comment**.

3 In the Add Punch Comment dialog box, select one or more comments from the list.

4 Click **OK**.

5 In the Details View, click **Save**.

Deleting Punches

1 In the Details View, select the duplicate punch.

2 Click the **Remove** button.

3 Click **Save**.

> **Note:** It is a good idea to attach a **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the Audit trail.

Adding Non-Worked Time

1 In the Details View, hover your cursor over the **Pay Code** cell and then click the **green plus sign**.

2 In the Pay Code Edit dialog box, select the appropriate pay code from the **Pay Code** drop-down list.

3 In the **Amount** field, enter the number of hours using an acceptable format.

4 Click **OK**.

5 In the Details View, click **Save**.